

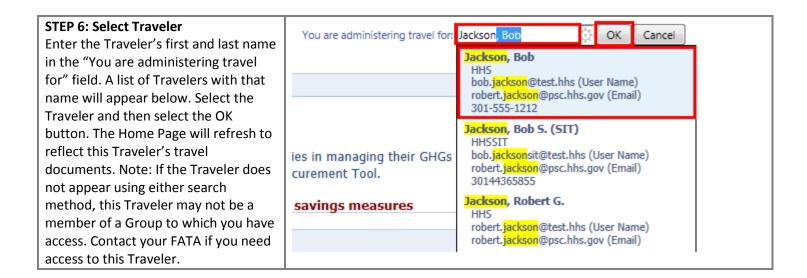
## STEP 1: Go to USDA eAuthentication USDA United Dates Department of Agricult USDA eAuthentication ERSD Login using your LincPass and clicking on the LOG IN icon. Alternatively, you may login by entering your User ID & Quick Links Password and then clicking on the eAuthentication Login LOGIN button. LincPass (PIV) ? I Update your account User ID & Password ? Administrator Links User ID: LOG IN I forgot my User ID | Password LincPass (PIV) STEP 2: Agree to Privacy Act Notice WARNING This is a U.S. Federal Government information system that is "FOR OFFICIAL USE ONLY." Unauthorized access is a violation of U.S. Law and may result in criminal or administrative peruities. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access information systems and equipment related to the E-Gov Travel Service are intended for communication, transmission, processing, and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by law enforcement and authorized officials. Use of this system constitutes consent to such monitoring. Logging into eAuthentication will take you to Concur's Privacy Act Notice page. Read the Warning and Privacy Act Notice then click on the I Agree PRIVACY ACT NOTICE button to continue to the Concur This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000, or both. Home page. violate privary safeguards may be subject to disciplinary actions, a fine of up to \$5,000, or both. The information requested in CGE is collected pursuant to Executive Order 9397 and Chapter 57, Title 5 United Stat Code for the purpose of recording travel information provided by the user to create travel itineraries, reserve any meth or mode of travel accommodations, and claim entitlements and allowances prescribed in applicable Federal trav regulations. The purpose of the collection of this information is to establish a comprehensive travel services system of enables travel service providers under contract with the Federal Government to authorize, issue, and account for tra and travel reimbursements provided to individuals on official Federal Government business. Itsurine uses which may i 1 AGREE **STEP 3: Home Page** From the CGE Home Page, locate the "You are administering travel for" field You are administering travel for: Me Search on the upper right of page. **STEP 4: Locate Traveler** Select the "You are administering You are administering travel for: Me Search travel for" drop down box. Any Butler, Gall F. Travelers for whom you have Chapman, Janelle previously created or edited Gillham Kristen Gmaz, Enrica G. documents will appear in the drop Jackson, Bob down list. Select the name of the s in managing their GHGs as (Richardson, Todd G. 0) 13514 Robinson, Alex R. Traveler for whom you need to create t Tool. Salter, Mike or edit a new document. The Home Smith, Robert R. minar manning Page will refresh to reflect this All Start Date ction Traveler's travel documents. **STEP 5: Search for Travelers**

You are administering travel for: Me

Search

If the Traveler does not appear in the drop down list, select the Search

button on the right.



You have successfully located a Traveler in CGE!